

## SIGN IN SHEET

IFB FMO-2009-27	FURNISH ACCOUNTING SERVICES TO ASSIST THE HAWAII PUBLIC HOUSING AUTHORITY WITH ITS FISCAL MANAGEMENT OFFICE
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### INSTRUCTIONS

Please fill out this sheet and leave original with the Contract & Procurement Office located at 1002 North School Street – Building D, Honolulu, HI 96817 when you pick up your bid packet. A copy will be made for you. Take the copy with you as it contains important dates, times and information.

Read this packet carefully. If you have any questions, please call Rick Sogawa, IFB Coordinator at (808) 832-6038.

<b>Bid Form Due Date:</b>	Due before <u>10:00 a.m. HST on Tuesday, October 6, 2009</u> at the HPHA – Central Files, 1002 N. School Street, Building D, Honolulu, HI 96817.	
<b>Bid Opening:</b>	<b>Tuesday, October 6, 2009</b>	At 10:15 a.m. HST at the HPHA – Contract & Procurement Office, 1002 N. School Street, Building D, Honolulu, Hawaii 96817.
Date: _____		
<b>Company:</b>	_____	
<b>Address:</b>	_____ _____ _____	
<b>Bus. No.</b>	_____	<b>Cell No.</b> _____
<b>Fax No.</b>	_____	
<b>Contact Person:</b>	_____	

\_\_\_\_\_  
*Signature of Person Picking Up Packet*

### REQUIRED CERTIFICATIONS:

The following shall be submitted with the Bid Offer Form:

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Hawaii Compliance Express, Certificate | <input checked="" type="checkbox"/> Corporate Resolution |
| <input checked="" type="checkbox"/> Wage Certificate                       | <input type="checkbox"/>                                 |

The following shall be submitted prior to start of contract, no later than October 16, 2009

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Certificate of Insurance | <input checked="" type="checkbox"/> Valid Tax Clearance Certificate |
| <input type="checkbox"/> Other: _____                        |   |